

Application for Employment



Computer Sciences Corporation

An Equal Opportunity Employer

Return To:

**Kathy Hill or
Stephanie Starks
CSC PrISMS Human Resources
P.O. Box 240005
Huntsville, AL 35824-6005**

FAX: 256-544-4229

Application for Employment

Instructions: Please print and complete all questions. Include any supplemental information that you feel would be helpful our consideration of your qualifications. If you need additional space for your responses below, use the comments/other accomplishments section of this questionnaire, or use additional sheets.

Applicant Identification

Date: _____ / _____ / _____

How were you referred to CSC?

Social Security No: _____ - _____ - _____

Are you over 18 years of age? ☐ Yes ☐ No

Name:
Last First Middle

Address
Street

City State Zip

Phone: Home Business

Are there any other names under which your employment or educational records, references, and other information in the application may be verified?
If so, list _____

If hired, can you furnish proof that you are either a U.S. citizen, or otherwise legally permitted to work in the United States ? ☐ Yes ☐ No

Type of Employment Desired

Preferred Position: _____

Preferred Location: _____

Preferred Shift: _____ Desired Starting Salary:: _____

Applying for: ☐ Full Time ☐ Part Time / Hours: _____ ☐ Temporary

Date you could begin working: _____ / _____ / _____

Would you consider relocation? ☐ Yes ☐ No

If yes, state geographic preference: _____

Education: Your educational record will be considered only to the extent that it is relevant to the job sought.

Name and Address of High School			Academic Majors		GPA/Rank in Class	
Name and Address of Colleges or Trade Schools (Including Military Schools):	From (MM/YY)	To (MM/YY)	Academic Majors	GPA	Degree	Date (MM/YY)
_____	____/____	____/____	_____	____	_____	____/____
_____	____/____	____/____	_____	____	_____	____/____
_____	____/____	____/____	_____	____	_____	____/____

Extracurricular Activities and Scholarships: List those extracurricular activities and scholarships which you believe are related to the position for which you are applying. (You may exclude those that may suggest race, religious creed, sex, marital status, age, color, national origin, citizenship, or disability.)

Proficiencies: If you are applying for a position in which computer skills or secretarial/clerical skills are relevant, please answer all the following (if you have questions about whether such skills are relevant, ask a CSC Human Resources representative).

List all makes and models of computers and operating systems with which you have had operations experience:

List all data processing, telecommunications, or office equipment on which you are proficient:

List all computer languages with which you have had experience:

Shorthand method: _____

Shorthand Speed: _____ w.p.m. Typing Speed: _____ w.p.m.

United States Military Service: If you obtained any experience or skills while in military service that relate to the job for which you are applying, please describe the nature of your duties that led to your experience.

Instructions: Please print and list every position that you have held for the past ten years starting with your most recent position. (Account for all periods of unemployment.) If you require additional space to detail your employment history, please request an Employment History Attachment from CSC's Human Resources representative.

Employment Background: Present or most recent employer:

May we contact your present employer for a reference:

☐ Yes ☐ No

Employer: _____

Address _____
Street City/State/Zip

Phone: _____

Name and Title of Supervisor: _____

Employed From (MM/YY): ____ / ____

Your current of last position and duties _____

Employed To (MM/YY): ____ / ____

Total Months: _____

Your starting position and Duties: _____

Starting Base Pay: _____

Ending Base Pay:: _____

Other compensation (give detail on current commissions, incentives, bonuses etc.): _____

Reason for Leaving: _____

Employment Background: Present or most recent employer:

Employer: _____

Phone: _____

Address _____
Street City/State/Zip

Employed From (MM/YY): ____ / ____

Name and Title of Supervisor: _____

Employed To (MM/YY): ____ / ____

Your current of last position and duties _____

Total Months: _____

Starting Base Pay: _____

Your starting position and Duties: _____

Ending Base Pay:: _____

Reason for Leaving: _____

Other compensation (give details): _____

Employment Background: Present or most recent employer:

Employer: _____

Phone: _____

Address _____
Street City/State/Zip

Employed From (MM/YY): ____ / ____

Name and Title of Supervisor: _____

Employed To (MM/YY): ____ / ____

Your current of last position and duties _____

Total Months: _____

Starting Base Pay: _____

Your starting position and Duties: _____

Ending Base Pay:: _____

Reason for Leaving: _____

Other compensation (give details): _____

Comments and Accomplishments: Explain below, or on another sheet, your primary area of specialization. If applying for administrative, management or technical positions, outline all programs designed or implemented. If applying for marketing/sales, detail your sales experience, the kind of products/services sold and the customers serviced. Note any other details which should be considered in reviewing your qualifications including professional affiliations, honors and awards, theses, publications, patents, etc. (You may exclude professional affiliations which may suggest race, religious creed, sex, marital status, age, color, national origin, citizenship, or disability of its members.)

References: List individuals who can attest to your professional abilities/work accomplishments. (Do not include individuals listed in **Employment Background** section.)

Name: Address: Business Phone: Reference's Position or Relationship to You:

Security Information

Have you ever been employed by Computer Sciences Corporation or subsidiary companies?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, give dates and locations:
Do you have relatives employed by Computer Sciences Corporation or subsidiary companies?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, give name(s) and location (s):
Do you presently hold a security clearance?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, state level: _____
Have you ever held a security clearance?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, state level and dates held: _____
Have you ever been denied a security clearance or had one revoked or suspended?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, explain: _____
Have you ever been convicted of a felony (using your current name or under any other name?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	

If yes, explain below (Include full name under which you were convicted. Conviction will not necessarily disqualify an applicant from employment.):

EEO Policy

CSC maintains a policy of non-discrimination for all employees and applicants in every facet of the company's operations. In compliance with federal and state laws, CSC hires, trains, and promotes all qualified employees without unlawful discrimination on the basis of race, color, sex, age, religious creed, marital status, citizenship, national origin, or disability. This policy also applies to disabled veterans of the Vietnam Era.

If you wish to discuss CSC's Affirmative Action/Equal Employment Opportunity Policies and Programs, please contact a CSC Human Resources representative.

Certifications

I understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term. I understand and agree that I may resign my employment with CSC at any time for any reason, and that my reason, and that my employment may be terminated at the will of CSC at any time for any reason. I also understand that any handbooks, manuals, policies, and procedures maintained by CSC are not contractual in nature and may be amended or abolished at the sole discretion of CSC at any time.

Further, should I become an employee of CSC, I will adhere to CSC's Code of Ethics and Standards of Conduct, will report all suspected violations of law related thereto, and will conduct the company's business in a strictly ethical and legal manner. Furthermore, I acknowledge that CSC has established a Drug-Free Awareness Program. Should I seek employment with a CSC business unit in which preemployment drug testing has been implemented, I acknowledge that I will be required to pass a drug screening test as a condition of employment with that business unit. Should I become an employee of CSC, I will abide by the terms of CSC's Drug Abuse Policy and related management instructions. I will, in addition, obey all of the laws of the United States and of all localities, states, and nations where CSC does business.

Persons employed by CSC have access to confidential information regarding various phases of Company business. Therefore, the Company follows the usual practice of requiring new employees at the time of employment to sign an agreement for assignment of inventions and covenant against disclosure. I understand that I must sign such agreement as a condition of employment. (Please ask a CSC Human Resources representative for a copy.)

Pursuant to the Immigration Reform and Control Act, CSC will employ only those individuals who are eligible to work in the United States. Accordingly, upon hiring, all new employees will be required to demonstrate their eligibility to work in the United States. Failure to do so will result in termination or revocation of the offer of employment.

In addition, present and former employees of the Department of Defense affected by Section 931 of the Defense Acquisition Improvement Act of 1986 will be expected to provide approval documentation from their designated DoD Agency Ethics Official prior to the effective date of their employment with CSC.

I certify that I have read, understand and will adhere to the aforementioned statements.

I also certify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief and I understand that any misrepresentation or omission of material fact on this or any record submitted pertinent to employment will constitute grounds for immediate dismissal.

Signature of Applicant: _____ Date: ____/____/____

For information regarding employment with CSC, write or phone the Human Resources Manager at any of the following locations:

Corporate Office	Systems Group	CSC Credit Services	Consulting Group
2100 East Grand Ave El Segundo, CA 90245 Phone: 310-615-0311	Applied Technology Division 6565 Arlington Boulevard Falls Church, VA 22042 Phone: 703-237-2000	<i>A Unit of Computer Sciences Corporation</i> 652 East North Belt, Suite 400 Houston, TX 77060 Phone: 713-878-4913	Artemis Products & Services 5251 Westheimer Road, Suite 800 Houston, TX 77056 Phone: 713-626-1511
CSC Index Five Cambridge Center Cambridge, MA 02142 Phone: 617-492-1500	Integrated Systems Division P.O. Box N 304 West Route 38 Moorestown, NJ 08057 Phone: 609-234-1100	Technology Management Group 3170 Fairview Park Drive Falls Church, VA 22042 Phone: 703-876-1000	Communications Industry Services 6707 Democracy Boulevard, Suite 1000 Bethesda, MD 20817 Phone: 301-564-6600
Integrated Business Services 31600 Fairview Park Drive Falls Church, VA 22042 Phone: 703-876-1155	Systems Engineering Division 3160 Fairview Park Drive Falls Church, VA 22042 703-876-1000		Consulting & Systems Integration One University Office Park Waltham, MA 02154 Phone: 617-647-0116
	System Sciences Division 406 Powder Mill Road		CSC Healthcare Systems 34505 West Twelve Mile Road, Suite 300 Farmington Hills, MI 48331

Calverton, MD 20705
Phone: 301-572-4900

Phone: 810-553-0900
CSC Logic
9330 LBJ Freeway, Suite 500
Dallas, TX 75243-3429
Phone: 214-238-1898

Application For Employment

Employment History Attachment

Employment Background: Present or most recent employer:

Employer: _____

Address _____
Street _____ City/State/Zip _____

Name and Title of Supervisor: _____

Your current of last position and duties _____

Your starting position and Duties: _____

Other compensation (give details): _____

Phone: _____

Employed From (MM/YY): ____ / ____

Employed To (MM/YY): ____ / ____

Total Months: _____

Starting Base Pay: _____

Ending Base Pay:: _____

Reason for Leaving: _____

Employment Background: Present or most recent employer:

Employer: _____

Address _____
Street _____ City/State/Zip _____

Name and Title of Supervisor: _____

Your current of last position and duties _____

Your starting position and Duties: _____

Other compensation (give details): _____

Phone: _____

Employed From (MM/YY): ____ / ____

Employed To (MM/YY): ____ / ____

Total Months: _____

Starting Base Pay: _____

Ending Base Pay:: _____

Reason for Leaving: _____

Employment Background: Present or most recent employer:

Employer: _____

Address _____
Street _____ City/State/Zip _____

Name and Title of Supervisor: _____

Your current of last position and duties _____

Your starting position and Duties: _____

Other compensation (give details): _____

Phone: _____

Employed From (MM/YY): ____ / ____

Employed To (MM/YY): ____ / ____

Total Months: _____

Starting Base Pay: _____

Ending Base Pay:: _____

Reason for Leaving: _____

Employment Background: Present or most recent employer:

Employer: _____

Address _____
Street _____ City/State/Zip _____

Name and Title of Supervisor: _____

Your current of last position and duties _____

Your starting position and Duties: _____

Other compensation (give details): _____

Phone: _____

Employed From (MM/YY): ____ / ____

Employed To (MM/YY): ____ / ____

Total Months: _____

Starting Base Pay: _____

Ending Base Pay:: _____

Reason for Leaving: _____